

# Useful Services and Where To Get Them

For calling from outside the Laboratory, the area code is 505 and the prefixes are 665- and 667-. Information (Phone#)/Lab Locator 667-5061.

## EMERGENCY NUMBERS 911\*

<b>Emergency Manag. Off., Injury/Death, Day/Night (K496)</b> .....	<b>7-6211</b>
<b>Maintenance</b> .....	<b>911*, 7-6211</b>
<b>Emergency Security</b> .....	<b>911*, 7-6211</b>
ACIS Automated Chemical Inventory System (K499) ( <a href="mailto:acis@lanl.gov">acis@lanl.gov</a> ) .....	7-9242
Administrative Policies and Procedures (P124) .....	7-1647
Advanced Technical Computer Training (B251) .....	7-9399
AA and EEO (C-329) .....	7-8695, FAX 7-8720
Airport .....	662-8420 /662-8421, FAX 2-8418
Alcohol Abuse and Emotional Issues (H834) .....	7-7339
Animation CIC-1 (D416) .....	7-4636
Archives, (Historical) CIC-10, (C322) .....	7-3809
Audio/Visual Support CIC-9 (D415) .....	7-5161
Badge Office S-6 (B236) ( <a href="mailto:badge@lanl.gov">badge@lanl.gov</a> ) .....	7-6901, FAX 7-1368
Benefits Office (P280), ( <a href="mailto:benefits@lanl.gov">benefits@lanl.gov</a> ) .....	7-1806, FAX 5-2156
Bioassay Program ESH-12 (E546) ( <a href="mailto:bioassay@lanl.gov">bioassay@lanl.gov</a> ) .....	7-6275
Bradbury Science Museum (C330) .....	7-4444
BUS Conference Room (Rm. E228) .....	7-4107
Bus Service .....	662-2080
Cafeteria Side Dining Rooms (A,B, C) .....	7-4628
Cafeterias (P279)	
Otwi .....	7-3591
LANSCE .....	7-5513
TA-55 .....	7-2563
Calibration Services, ESA MT (D478) .....	7-4864
Car Pool Information .....	988-7433/1-888-866-6438
Commuter's Corner <a href="http://www.lanl.gov/orgs/pa/News/rideshare.html">http://www.lanl.gov/orgs/pa/News/rideshare.html</a>	
Central Computing Facility CCF Dispatcher's Desk .....	7-4584
CIC Customer Service .....	5-4444/7-9444
PC, MAC, & UNIX (7-HELP) .....	7-4357
Lab-wide Systems Training .....	7-9444
Computer/ICN Password Office .....	5-1805
ICN Consulting .....	7-5745
Personal Computer Support .....	7-4357
Classification Group S-7 (F674) .....	7-5011
Classification/Publications Release (F674) .....	7-5013
Classified Mail Channels CIC-10 .....	7-1440
Clearance Processing ( <a href="http://www.lanl.gov/orgs/s/clearances/">http://www.lanl.gov/orgs/s/clearances/</a> ) (B236) .....	7-7253
Communications (Pro Force) (G724) .....	7-4437
Communications Service Center (B254) .....	7-3400
Community Relations (A117) .....	5-5000
Composition and Typesetting CIC-1 (D416) .....	7-4636
Computer Graphics Media PAGES CIC-9 (P352) .....	7-2905
Computer and Technology Security S-5 (G727) .....	5-1795
Conference Coordination (P366) .....	7-6574
Conference Room Listing <a href="http://www.lanl.gov/orgs/pa/Director/rooms.pdf">http://www.lanl.gov/orgs/pa/Director/rooms.pdf</a>	
Consultant Contracting Services (P222) .....	7-9548
Copying (P352) .....	7-4034
Copying Enlargements/Oversize, CIC-9 (P352) .....	7-4360
Correspondence Management, CIC-10 (A150) .....	7-7320
Counseling (H834) .....	7-7339
Clinical Psychologist (H834) .....	7-7339
Substance Abuse (H834) .....	7-7339

Work related (H834) .....	7-7339
Counterintelligence, ISEC (F675) .....	5-2448
Custodial Services (Clean Tech Support Services) (A199) .....	7-4561
Customer Service, BUS-4 (A190) .....	7-4171
Customs Office (Export/Import of Commodities) (C308) .....	5-2194
Decontamination and Decommissioning D&D Group (M769) .....	5-3033, FAX 7-9710
Degaussing Services CIC-18 (B252) .....	7-4585
Directors Conference Room (Room D418) (A100) .....	7-5101
Diversity Office (M894) .....	7-5665
Document Scanning, CIC-9 (D414) .....	7-4360
DOE Orders (M722) .....	5-6896
Dosimetry Services ESH-12 (E546) ( <a href="mailto:dosimetryservices@lanl.gov">dosimetryservices@lanl.gov</a> ) .....	7-6275
Drug and Alcohol Testing (B236) ( <a href="mailto:tonym@lanl.gov">tonym@lanl.gov</a> ) .....	7-1866
Editing and Writing CIC-1 (D416) .....	7-4636
Edmund Resources CIC-13 .....	7-0889
Education Program Office, STB/EPO (M709) .....	7-8680
Electronic Imaging CIC-9 (D415) .....	7-5123
Electronic Software Distribution ( <a href="http://esd.lanl.gov">http://esd.lanl.gov</a> ) .....	
Energy and Sustainable System (C331) .....	5-9090
ES&H Training Center .....	7-0059
Exporting Commodities and Software BUS 6 (C308) .....	5-2194
Exporting Technical Data (F674) .....	7-5011
Facility & Waste Operations Division (K492) .....	7-6131
Fire Protection FWO-FIRE (M713) .....	7-2295/7-9045
Federal Express, BUS-4 (A190) .....	7-0996
Films/Video, Motion Pictures, CIC-9 (D415) .....	7-5161
Fire Chief (M994) .....	662-8301
Foodservices/Catering (P279) .....	7-4628
Foreign Language Translation CIC-1 .....	7-4636
Foreign Nationals, Visits/Assignments (F675) .....	5-1572
Foreign Ownership, Control or Influence ( <a href="http://www.lanl.gov/orgs/s/clearances/foci">http://www.lanl.gov/orgs/s/clearances/foci</a> ) (B236) .....	5-1624
Gas Processing Plant BUS-4 (K480) .....	7-4406
General Managers Office (A199) .....	5-1909
Glass Shop MST-7 (E549) .....	7-4807
Graduate Center, UNM-LA .....	662-5919
Grammar Hotline CIC-1 (M704) .....	7-6101
Grievances (P124) .....	7-8730
GSA Numbers (K402) .....	5-0082
Hazardous Materials Packaging (A190) .....	7-4127
Hospital .....	662-4201
Housing Information (C325) .....	7-1726
Illustration and Design CIC-1 (D416) .....	7-4636
Importing Commodities, BUS-6 (P274) .....	5-2194
Industrial Business Development Program Office (C334) .....	5-9090
Information (Phone number)/Lab Locator (K405) .....	0 or 7-5061
Information and Records Management CIC-10 .....	7-5330
Information Architecture Project ( <a href="http://www.lanl.gov/projects/ia/">http://www.lanl.gov/projects/ia/</a> ) ( <a href="mailto:ia@lanl.gov">ia@lanl.gov</a> ) .....	
Information Practices/FOIA CIC-10 .....	7-4515
Information Security, S-6 (G733) .....	5-1803
Inspector General Hotline .....	1-800-541-1625
Insurance Information (P280) .....	7-1806
Interpretation Services (Oral) (CIC-1) .....	7-4636
Isotope Sales Office .....	7-4675
Johnson Controls Hotline .....	7-6111
Johnson Control Of Northern New Mexico (JCNNM) (A199) .....	7-4266
LABNET (B254) .....	5-4456
LABNET Channel 10 .....	5-2836
Laboratory Policy Coordination (P124) .....	7-1647

Contract Performance Measures (CPM) (M722) .....	5-6901
Legal Offices	
General Law (A186) .....	7-3766
Business and Patent Law (D412) .....	7-3302
Locksmith (F697) .....	7-4911
Los Alamos Science (M7111) .....	7-1447
Lost and Found	
Badge Office (B236) .....	7-6901
Newsbulletin Bulletin Board <a href="http://www.lanl.gov/orgs/pa/newsbulletin/bulletinboard.html">http://www.lanl.gov/orgs/pa/newsbulletin/bulletinboard.html</a>	
Mail Room (A190) .....	7-4166
Mail to Sensitive Countries BUS-4 (A190) .....	7-4166
Measurements and Metrics ESH-14 (P949) .....	7-3032
Mechanical Fabrication (D471) .....	7-0309
Incoming Work and Production Control .....	7-4597
Mechanical Maintenance Department JCNNM (A199) .....	7-4453
Medical Appointments (Physicals) (D421) .....	7-7848
Mesa Complex, CIC-1 Field Operations (M704) .....	7-6101
Micrographics (D414) .....	7-4360
Motion Pictures, Videotaping (D415) .....	7-5161
MPV Mobil Packaging Van BUS 4 (A190) .....	7-4127
(MSDS) Material Safety Data Sheets (K499) .....	7-2854 /7-2592
Multimedia Services CIC-1 (D416) .....	7-4636
Native American Coordinator (A130) .....	5-5121
(NEST) Nuclear Emergency Search Team (G779) .....	7-1545
Network Operations Center, CIC-5 (B255) .....	7-7423
New Hires and Terminations (HR Staffing) (P209) .....	7-8622/7-8623
Newsbulletin (C177) ( <a href="mailto:newsbulletin@lanl.gov">newsbulletin@lanl.gov</a> ) .....	7-6103
Nondestructive Testing, ESA-MT (C914) .....	7-6291
Nurse (D421) .....	7-7839
Occupational Medicine (D421) .....	7-7839
Official Correspondence Repository CIC-10 .....	7-5330
Ombuds Program (M897) .....	5-2837
Operational Safety ESH-5 (K403) .....	7-4644
Operation Security (OPSEC) .....	5-3372
Optical Character Recognition, CIC-17 .....	7-9579
Optical Diamond Machining (E549) .....	7-5370
Optical Fabrication Lab P-24 (E526) .....	7-9516
Page Charges/Reprints (Journal Articles) BUS-5 Team 2 (P222) .....	7-4940
Parking Ticket/Hearing Office (G724) .....	5-6965
Payroll Office (P238) .....	7-4594
Personnel Dosimetry Operations (G759) ( <a href="mailto:dosimetry@lanl.gov">dosimetry@lanl.gov</a> ) .....	7-4854
Personnel Records (P235) .....	7-4451/7-8623
Pest Control, JCNNM (MDSG) .....	7-8043
Photography (D414) .....	7-5123
Physics Building Auditorium (D414) .....	7-5161/7-5123
Price Anderson Amendment Act Assistant Coordinator ESH-7 (K999) .....	5-2146
Power Quality and Infrared Thermography Surveys FWO-FE (M702) .....	7-6156
Printing, Copying, Vended Printing, CIC-9 (P352) .....	7-4034
Procurement (Express Purchase) BUS-5 (D447) .....	5-8810
Program Development and Implementation ESH-14 (K486) .....	5-8436
Property Management BUS-6(C308) .....	7-6122
(Helpline) .....	5-3230
Property Management and Disposal (JCNNM) (Salvage) (A199-MGPM) .....	7-2109
Proposal Services CIC-1 (M704) .....	5-3354
Protection Technology Main Offices (G724) .....	7-4531
Protection Technology Order/Escort Information (G724) .....	5-0060
Protective Force Access Control (G724) .....	7-4437
Protocol (P366) .....	7-6574

Prudential Plus .....	1-800-539-3647
Public Affairs (C177) .....	7-7000
Publication Services (D416) .....	7-4636
Purchasing, etc. BUS-4 (A190) .....	5-8810
Quality Assurance Assessment Team ESH-14 (P949) .....	5-6321
Quality Management ESH-14 (P949) .....	5-5437
Quick Copy Center (P352) .....	7-4034
Radiation Badges (G759) .....	7-4854
Radiation, Instrumentation, and Calibration ESH-4 (D444) .....	7-7248
Radioisotope Sales Office (J514) .....	7-4675
Reading Room (A117) .....	5-0816
Receiving, BUS-4, SM-30 (A190) .....	7-4186
Receiving Inspection Services ESH-14 (P949) .....	5-6377
Records Inventory CIC-10.....	7-7076
Records Management Support ESH-14 (P949) .....	5-6321
Records Storage and Retrieval, CIC-10 (C322) .....	7-5079
Recycle (Paper) (wastenot@lanl.gov) (A199-MGPM) .....	7-2109
Reflections (C318) (newsbulletin@lanl.gov) .....	7-6103
Report Collection (P364) .....	7-4446
Road Closures .....	5-2711
Research Library (P362) (library@lanl.gov) .....	7-5809
Report Collect. (P364) .....	7-4446
Group Office .....	7-4448
Safety Concerns Program ES&H Hotline .....	5-5010
Science Education Team (M706) .....	7-1919
Secretarial Resources HR-5 (P219) .....	7-7929
Security Education S-6 (G733) .....	7-0077
Service Awards HR-1 (P280) .....	7-8282
Shipping, BUS-4 (A190) .....	7-0996
Small Business Office (P203) .....	7-4410
Special Projects Office (S-SPO) (G723) .....	5-3505
Theft/Suspected Theft .....	5-3505
Harassment .....	5-3505
Illegal Drug Use .....	5-3505
Vandalism/Unauthorized Tampering .....	5-3505
Incidents of Security Concern .....	5-3505
Staffing Alternatives HR-5 (P219) .....	7-7929
Staff Relations HR-8 (PS126) .....	7-8730
Stores, BUS-4 (A190) .....	7-8673
Stock Information (A190) .....	7-4171
Stock Order Desk .....	7-8673
Receiving .....	7-4186
Student Programs (P290) .....	5-5196
Study Center (P355) .....	7-2222
TA-55 Visitor Control Office (E504) .....	7-7986
Tapa Conference Room (Room A330) .....	7-1437
Taxi (A199) .....	7-5307
Telephone Installation CIC-4 (B254) .....	7-3400
Telephone Trouble and Repair CIC-4 .....	7-3400
Time .....	(7TIME) 7-8463
Topaz Conference Room (Room A426) .....	7-4567
Training and Development (M589) .....	7-5247
Translation and Interpretation Services CIC-1 (D416) .....	7-4636
Travel (P234) .....	FAX 51521
Airline Ticket Information (Reservations) .....	Call your Group Office
Cashier .....	7-4090
Consultants and Affiliates Payments .....	7-4138
Domestic Travel Policy and Information .....	7-4314

Foreign Travel Policy and Information .....	7-2811
Travel Hotline .....	1-800-345-8463
Typesetting and Composition CIC-1 (D416) .....	7-4636
U C Benefits .....	1-800-888-8267
University House (P366) .....	7-1416/7-2222
UNM-Los Alamos Graduate Center (M590) .....	662-5919
UPDATE (Lab closures or delays/Emergency Information) .....	7-6622
Useful Service DOE Orders (M722) .....	5-6896
Van Pool Information .....	988-7433/1-888-866-6438
Commuter's Corner <a href="http://www.lanl.gov/orgs/pa/News/rideshare.html">http://www.lanl.gov/orgs/pa/News/rideshare.html</a>	
Vehicle Maintenance (GSA Fleet Mgmt. Center) (K402) .....	5-0082
Video Production (D415) .....	7-5161
Visitor Reception Center, Badge Office (B236) .....	7-6901
Voice mail, CIC-4 (B254) .....	7-3400
Waste Hazardous Chemical/Liquid/Solid) (J595) .....	5-4000
Weapons Records Storage, Research and Retrieval CIC-10 .....	7-1593
Web Site Design, CIC-1 (D416) .....	5-1852
Wellness Center, ESH-2 (P955) .....	7-7166
Whistleblower Hotline (A249) .....	5-9999
Wildlife Observation, ESH-20 (M887) .....	7-7037
Wireless Equipment, Pagers, Cellphones CIC-4 (H806) .....	7-5533
Word Processing (D416) .....	7-4636
Work Control (A199) .....	7-4214
Writing and Editing (D416) 7-4636# X Division COL Laboratory (Powerwall Theater) (B272) .....	5-3538

**Has a number changed? Is your favorite service listed?  
Contact Liz Padilla at 5-9201, Mail Stop C177 or [puppet@lanl.gov](mailto:puppet@lanl.gov)  
This list is a courtesy of Public Affairs and is updated bi-annually.**

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